

Engineering Division Procurement Authority at a Glance

Signature Authority on Procurements

EG Indirect (org. burden, recharge, overhead) Projects

- Employees authorized to sign on EG projects are the Division Director, Deputy Directors, specific Group Leaders, Finance staff, and specific Administrative staff. For list of signature authority limits, please go to IRIS and download the Authorized Signers List.
- Procurements over \$10K requires EG Finance Manager approval
- Procurements over \$100K requires Division Director approval
- Sensitive items such as computers, requires EG Finance Manager approval.

EG Direct (WFO, DOE, CRADAs, LDRDs) Projects

- Employees authorized to sign on EG direct projects are Division Director, Deputy Directors, EG Principal Investigators and/or designee, and Finance staff. For the list of signature authority limits, please go to IRIS and download the Authorized Signers List.
- EG PI's that have \$50K signature authority limit
 - Procurements over \$50K requires Finance Manager approval
 - Procurements over \$100K requires Division Director approval
- EG PIs that have \$10K signature authority limit
 - Procurements over \$10K requires Finance Manager approval
 - Procurements over \$100K requires Division Director approval
- GPE Projects
 - Requires Finance Manager approval up to \$100K
 - Over \$100K requires Division Director approval

Matrix Division's Projects

- Specific matrix employees have been identified to sign on matrix division's projects. For the list of signature authority limits, please go to IRIS and download the Authorized Signers List.
- Just because you have signature authority doesn't mean you can sign on any project. Matrixed employee's signature authority is restricted to the division(s) that they are working for. For example, if you are matrixed to ALS, and you have been given signature authority that means you can sign on that ALS project; and you aren't authorized to sign on a Physics project.
- Procurements over the matrixed employee's limit, requires Matrixed Division Approval. For example, if you are working on a matrixed division's project and you have \$10K authority, anything over \$10K requires, the matrixed division signature. If you have \$50K authority, anything over \$50K requires the matrixed division's signature.

What it means when you sign...

Signing for all Procurements

- Signature by the authorized signer validates appropriate use of project funds up to the employee's authorized limit and that funding is available.